

UNITED STATES CIVIL SERVICE COMMISSION  
WASHINGTON 25, D. C.

February 3, 1960

DEPARTMENTAL CIRCULAR NO. 1024, SUPPLEMENT NO. 3

TO HEADS OF DEPARTMENTS AND INDEPENDENT ESTABLISHMENTS

SUBJECT: Federal Employees Health Benefits Program: Distribution of  
Promotional Literature on Health Benefit Plans

1. The Commission is now negotiating for the two Government-wide health benefit plans and is in the process of approving non-Government-wide plans for participation in the Health Benefits program. When this has been completed, the Commission will announce the names of all approved plans and, at a later date, the benefits to be offered by each. The Commission will then approve and make available for distribution to employees literature about the benefits the various plans will offer, their costs, and enrollment procedures.

2. Except as noted in paragraphs 3 and 4, agencies are requested not to distribute to employees any plan's literature unless such literature has been approved by the Commission, or in any way to aid in publicizing a particular health benefits plan.

3. After the Commission has announced the names of the plans which have been approved for participation in the Health Benefits program, some already existing plans may wish to notify employee-numbers of the method of transition from the existing plan to whichever of the new approved plans the employee chooses. (e.g. adjustment of subscription costs for the month of July, 1960, when the program becomes effective.) Agency facilities may be used to distribute such notices, provided the notices are confined to the matter of transition and do not directly or indirectly solicit enrollment in any one plan to be offered under the Health Benefits program. Any question concerning the propriety of such a notice may be referred to the Commission's Bureau of Retirement and Insurance. (phone Dudley 6-3535).

4. Many agencies presently have group health benefit plans in existence. The request in paragraph 2 does not apply to any literature which the agency would normally distribute for the plan. For example, agency facilities could be used to distribute a notice of a change in the existing plan's benefits or subscription charges or a notice of a regular enrollment period, provided such a notice does not associate the plan with the Health Benefits program.

5. Carriers of the various plans to be offered under the Health Benefits Program understand that they will not be permitted to make a personal appeal to employees. If it is offered, agencies should not accept "help" from a carrier's representative in explaining a plan or permit a carrier's representative to contact groups of employees for any purpose which directly or indirectly will permit or may be construed to permit solicitation for enrollment.

UNITED STATES CIVIL SERVICE COMMISSION  
WASHINGTON 25, D. C.

February 2, 1960

DEPARTMENTAL CIRCULAR NO. 1024, SUPPLEMENT NO. 2

TO HEADS OF DEPARTMENTS AND INDEPENDENT ESTABLISHMENTS

SUBJECT: Federal Employee Health Benefits Program: Field Service  
Training Program

Supplement 1 (distribution of which was limited to agencies in the Washington, D. C. area) to the basic Departmental Circular explained that the Commission expects, through its Central and Regional Offices, to offer training to personnel who will be assigned responsibilities under the Health Benefits law.

A one-day pilot training session has been completed for agency personnel in the Washington area covering: (1) a review of the Federal Employees Health Benefits Act of 1959; (2) proposed regulations; (3) discussion of some of the agency responsibilities; and (4) other pertinent information currently available. Beginning in February, the Commission will offer similar training sessions in the field through its Regional Offices.

Before this training can be initiated, agencies must designate individuals to participate. Persons so named should be those in the field installation who will be assigned responsibility for the program or for training or counseling other employees. Large installations will undoubtedly want to designate several persons; smaller establishments may need to designate only one.

Since training sessions will begin early in February, headquarters of agencies are asked to urge subordinate offices to be represented and to determine promptly who will be sent to these sessions. The appropriate Regional Office of the Commission will soon contact field installations to determine who has been named and to arrange for the training sessions.

The training sessions will be held at convenient locations within each of the Civil Service Regions, so that necessary travel will be kept to a minimum. Inquiries concerning this circular may be made in Washington by calling Code 129, Ext. 5601 or 4640, and in the field by contacting the appropriate Regional Office of the Commission.

The cooperation of agencies in promptly designating persons to receive training will be greatly appreciated.



Warren B. Irons  
Executive Director